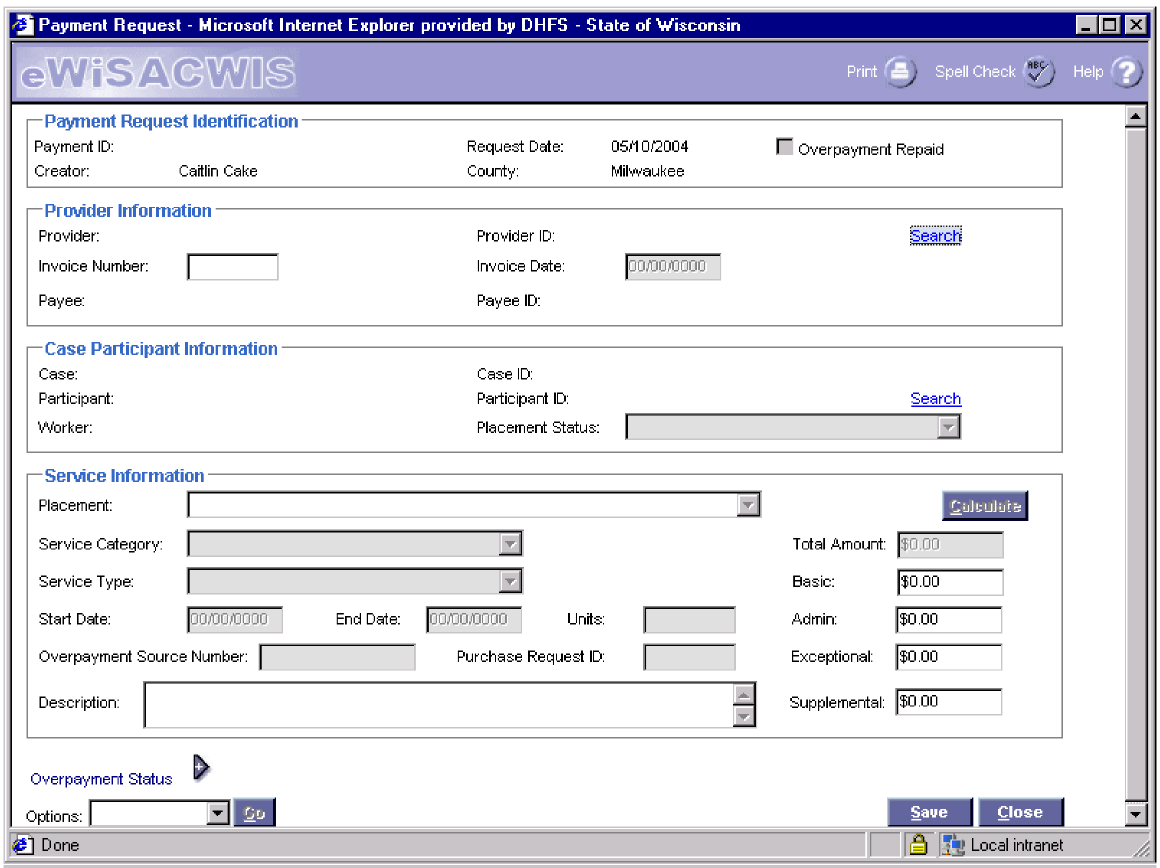
Creating A One Time Payment

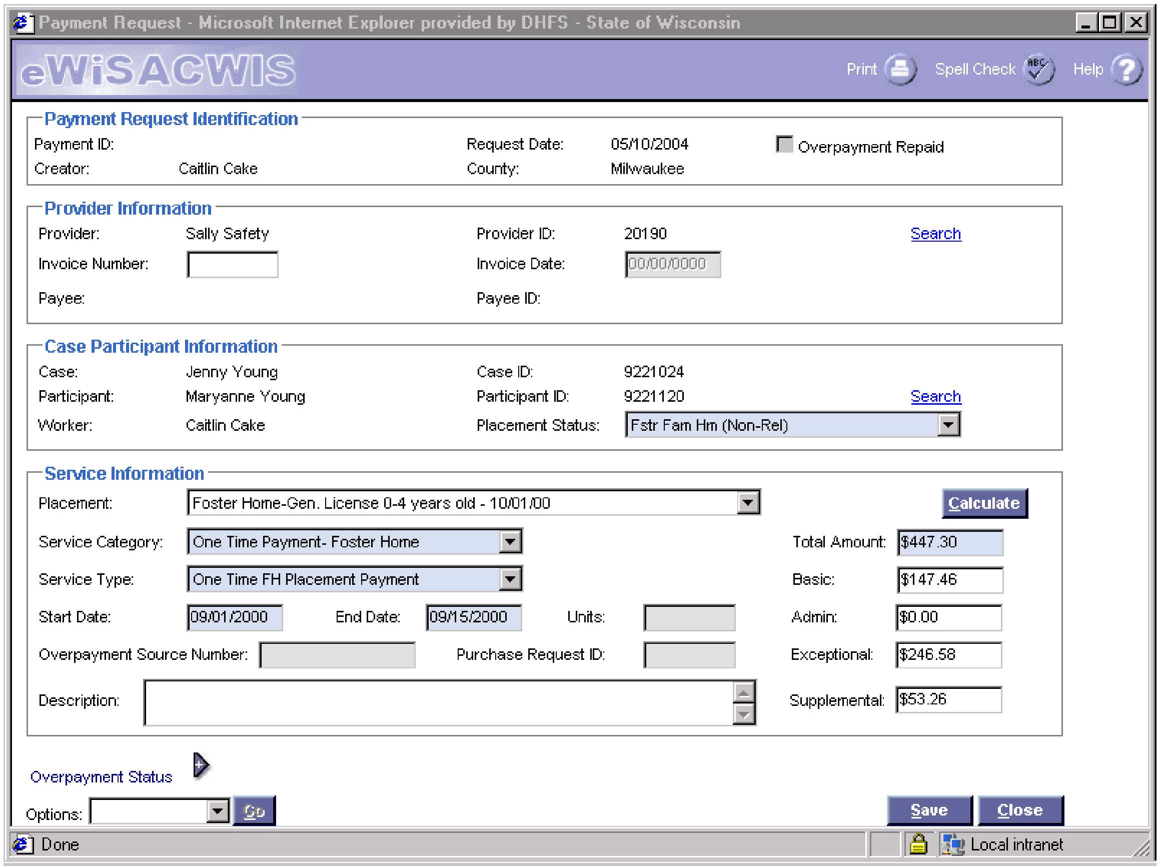
1. There are three different ways to create a payment request. The first way is to go up to Create > Casework > Payment > Payment Request > Case Name > Participant. You can also create a payment request from Create > Provider Work > Payment > Payment Request > Provider. The third way is to choose Create > Financial Work > Payment Request. The examples listed below follow the Create > Financial Work path.

2. The Payment Request Identification box will pre-fill with the date of request, the person creating the payment and the county in which the request is made.


Payment Request - Microsoft Internet Explorer provided by DHFS - State of Wisconsin
eWiSACWIS
Print Spell Check Help
Payment Request Identification
Payment ID: Request Date: 05/10/2004 Overpayment Repaid
Creator: Caitlin Cake County: Milwaukee
Provider Information
Provider: Provider ID: Search
Invoice Number: Invoice Date: 00/00/0000
Payee: Payee ID:
Case Participant Information
Case: Case ID:
Participant: Participant ID: Search
Worker: Placement Status:
Service Information
Placement: Calculate
Service Category: Total Amount: $0.00
Service Type: Basic: $0.00
Start Date: 00/00/0000 End Date: 00/00/0000 Units: Admin: $0.00
Overpayment Source Number: Purchase Request ID: Exceptional: $0.00
Description: Supplemental: $0.00
Overpayment Status
Options: Go Save Close
Done Local intranet

3. The Provider Information box is blank. Use the Search Hyperlink at the right side of the box to Search out the provider in eWiSACWIS. Once the provider has been identified and selected on the Search page, click continue to bring you back to the Payment Request page. The Invoice Number and Invoice Date are user-entered fields.

4. The Case Participant box is also blank. Use the same procedure to Search. Once the participant has been returned, drill down to the case and choose the radio button next to the corresponding case. The case and participant will pre-fill into the Case Participant box. The Placement Status field is a drop down value, which filters off the Service Category chosen. Therefore this value will not be available until the Service Category has been selected.



5. The next area is the Service Information box. Placement, Service Category and Service Types all have a drop down value lists. Pick the appropriate values that best reflect your case.

   The placement drop down will list all placement history specific to the chosen child and provider. If generating a placement payment, select from the placement dropdown the placement that this payment request should be tied to. If doing a clothing allowance, select the placement that best reflects when the clothing allowance was applied.

6. Enter a Start and End Date to reflect the time period the payment is intended for. If this is a partial month, the system will calculate for the prorated period (see 7 for specifics).

7. On the right side of the Service Information Box is the Calculate Button. The Calculate Button is used to auto calculate full and prorated Basic, Supplemental, Exceptional, and Administration Rates per the identified placement (from the placement dropdown field).

8. The Description Box can is a user entered box. The remainder of the fields is used for calculating overpayments.

9. When completed, select Approval from the Options field and click on Go for Supervisory Approval.